

2018 MOUNTAIN MAGIC LEADER WEEKEND - MEETING MINUTES
Nov. 14, 2017 Committee Retreat Meeting

2018 Planning Committee

Amber Ackerman

Carol Townley

Cheryl Marko

Frances Parks

Genny Welday

Jessie Napier

Karen McFadden

Lianne Griffin

Marie Lott

Marie Ross

Marie Wright

Melonie Luxbacher

Rebecca Wright

Rose Lowe

Sheila Mills

Guests/Sub-Committee Members

Jeanenne Adams

Kim Elmore

Kathy Stephan

Rhiyana Pineau

Robin Antzoulatos

Anthony Ross

Brenda Carswell

Timeline Review

- NOV – “Regular Registration” 11/1 – 11/30 is + \$10 . Registration Cutoff 11/30 – must be postmarked in Nov. Register campers as forms come in; email confirmations sent w/in 2 weeks of registration. Final council class list provided to Keith Vann/training department. Finalize patch design and get price quote from patch vendor. Draft email confirmation packets ready. **First** email to class instructors with preliminary class numbers by 11/15.
- DEC – Order patches by Dec 5th. **Second** email to class instructors with preliminary “final” class counts on 12/15. Council staff to verify all participants/instructors are registered GS (exception: professional instructors); Council staff to re-verify all Planning Committee volunteers are registered GS. Close participant changes to class schedules 12/14. Email participant confirmation packets sent NLT 12/15 – participants must request class corrections NLT 12/30. **FINAL** class counts provided to instructors on 12/30 (class reimbursement max budget will be based on this number).

Previous Action Items

- Lianne – send out 2017 final budget to actuals and proposed 2018 budget (due 6/27) **past due**
- ALL – review budget for your committee and send preliminary budget needs to Lianne (due 7/15) **past due (Lianne will send out, via email, the 2017 final budget to actuals and proposed 2018 budget to Committee members to review and comment on)**
- Marie R - The link in LARC for MMLW goes to our 2017 website. Need to get it updated to www.3leaves.org/MMLW. **Done.**
- ALL – complete Mad Hatter hats to wear Friday night. **(Those that did not attend the Planning Committee Weekend are responsible for making their hat to wear on Friday night. Amber sent instructions and the pattern to everyone. We used the large pattern. Some suggestions were to attach a head band to the hat to wear on your head and keep decorations light weight so hat does not flop on your head. If you have any questions, reach out to Amber.)**
- Genny – complete first draft of Friday night unit hostess responsibilities/sample script and send to committee for updates **(Due by Oct. 24; Genny will proceed to creating a first draft of the sample script for Unit Hostess and leave blanks where other committees need to provide info. She will look in the September minutes for the information needed to be included in the script.)**
PAST DUE
- Genny – make Welcome signs to post in units (put in 8.5x11 acrylic frames) introducing Unit Hostess **Due by Jan**
- Marie R/Amber – provide Genny script for what’s happening re: entertainment for inclusion in Unit Hostess packet

- Melonie – compile late night checklist with ideas below (committee to provide additional input) **done.**
- Lianne/Marie W/Marie L - NOTE coed cabins this year – add to special needs GS coed protocol will be maintained. (Due by Dec - Wording for confirmation letters and FAQ page will need to be completed by December. Men who are attending and staying overnight must register as a Girl Scout as a SU Committee member, so that a background check will be generated by the Council for them. Marie Ross will make sure Anthony Ross's registration is complete (**DONE**) and Marie Wright will make sure Genny's husband's registration is complete.)
- Lianne - develop transportation plan for mobility impaired folks and transportation plan for getting participant stuff from parking lot to EH (cannot drive to EH) **Due by Nov; Anthony Ross has volunteered to help provide lifting and toting for participants who need help (elderly, mobility impaired, etc.), especially for the Echo Hill location. Since Anthony is on Lianne's committee, she will talk with him and others about responsibilities.**
- ALL – We will be ordering committee shirts/bags – embroidery (\$10, provide own dark purple garment/bag to Jeanenne); if DTG printed, send request to Lianne (will be garments/bag shown on <http://www.3leaves.org/mm-common/store/MMLWstore.html> but will be purple garment and personalized Misty design). **SEND TO LIANNE/JEANENNE ASAP for delivery at our Nov. in person meeting. In progress; Due by 11/14.**
- Amber/Marie R - send supply list for entertainment buckets to committee for possible donations **in progress, Due by 10/24. Marie Ross will get with Amber and send an email out to Committee Members by our next meeting, so that Committee Members can bring items they may have to donate to the Nov Meeting. PAST DUE.**
- Lianne to create a png from the paper pieced Misty Rose created and send to Jeanenne so she can make a Cricut cut file (svg). **DONE**

New Action Items

- Lianne - confirm we can have committee members set up/sleep in their units Thursday night.
- Sheila – call council and see if we can provide our own archery and riflery instructors (and could therefore offer classes with fewer than the minimum numbers)

Agenda Items/Committee Reports

Admin/Financials/First Aid – New overall evaluation draft is complete (will be shared with meeting minutes). Please provide feedback/corrections ASAP. Tags have been made for lanyards (120 laminated; given to Cheryl to give to Jeanenne). We have 150 cards printed and will laminate more if needed for participants.

Lianne reminded everyone that if they wanted embroidered shirts, they should send their garment/bag to Jeanenne Adams ASAP with \$10 for the embroidery. If anyone wants DTG printed shirts with their name, let Lianne know the name you want printed and the shirt style (same as what's in our store - <http://www.3leaves.org/mm-common/store/MMLWstore.html> no later than 12/15 (that's also the cutoff for the other shirts/tote bags). Send a check (or Lianne can send a paypal invoice for the shirts). Here's who wants screenprinted shirts so far:

'Rie – LAT ¾ sleeve 2XL size (\$17)

Lianne – tote bag (\$7)

Sheila - ???????

Camp/Unit Set-up & DH Takedown – Need all committees to send set up information to Rebecca by our next meeting 12/19 so she can compile request to ranger NLT 1/4/18. (Dining hall setup will be sent separately by Cheryl). In December, Rebecca will be going through boxes and start charging batteries. Anthony will help with setup (will arrive Thursday). Lianne to confirm we can have committee members set up/sleep in their units Thursday night. Rebecca would like Sheila to bring 5 extension cords.

Participant and Unit Check-Out – no update

Decorations – Carol has Rabbit and Cheshire Cat cut out of foam board and is ready for painting. Frances has made a teapot and teacup banner to put across the food line. Jeanenne is working on cutouts you put your head in for pictures.

Entertainment – Final details will be ironed out over December break. Games: Pin the mouth on the cat; cake walk; Down the Rabbit Hole (corn hole); croquet. The committee MAY be changing decorating thrones to alternate item (banner? Large sign?) There will also be a Victorian craft table. Will need assistance during the un-birthday party from committee members. Amber/Marie to provide sign-up sheet so committee members can sign up.

Historian – 2017 Scrapbook is complete! Rose brought to meeting to show everyone. The stained glass borders were all made by Brenda (gorgeous!) Misty was created using photo of our big Misty; Lianne & Rose made a digital Misty so we can cut all the layers electronically going forward. Rose ordered a scan box to send the album to Forever (15% off sale); we hope to have digital images by early December so we can make sample book and have sample books printed to share at the event. Waiting for a really good sale (they are 40% off right now, but we don't have it scanned – hoping there will be another sale in December/January).

Meals/Snacks – nothing additional to report for meals/snacks.

Participant Check-In, Guest Services – Cheryl sent draft of participant letter in check-in packet and got feedback that we needed to add a blurb about the fact we will have a co-ed camp this year. We will be including verbiage in the registration confirmation email, website FAQ, cover on conf. call, and unit hostess meeting.

Publicity & Philanthropy – PR: Jessie checked in with Marie Wright last night and we are at 114 attendees. She is hoping to get to 120. She is posting on Magic Mountain's Facebook page, and put up a reminder on Brookwood's service unit page. She is looking for other Service Units on FB. She thinks at this year's leader's weekend she would like to get any service unit leaders contact information. It will be helpful for next year. Jessie has also gotten several of her girl scout friends in other service units to help remind everyone they know about Mountain Magic.

Philanthropy: She is almost done decorating the collection box and will send a picture when it is finished. She had to redo the box because she wants it to look really nice!

Decorating Com: The Silent Auction bidding form will be done the week of Thanksgiving and she will e-mail a copy to both Carol and Frances for Final Review.

Her Three Classes: Golden Evening - She is waiting on final numbers to determine which ice breaker games to type up instructions for. She is also putting the finishing touches on a bingo board ice breaker game. Her other two classes - She is waiting on final numbers. She really hopes we don't have to cancel the SWAP Shop. She can't imagine a Leader's Weekend without it. A lot of the new leaders she ran into at service unit meetings had no idea what a SWAP was or how to make them. She hopes this isn't a sign of a beloved tradition starting to fade away as a result of more modern scouting. She is trying to come up with some S.T.E.M SWAPS.

Registration – We currently have 117 successful registrations (includes 2 training only; 110 beds at this time). This is slightly behind where we were at this time last year (had 123 last year at this time). Most of the classes are doing well. One archery class and one riflery class haven't met minimums (2 short). Amber advised that she and her husband are archery and riflery certified instructors. Can we provide

our own instructor?!? **Sheila to call council and confirm.** Advanced mechanics only has 1 participant (will be canceled). Marie is working on the patch (will be a teacup design with the Cheshire Cat face).

Website/Technology – Marie reported that this is a quiet time on our web site now.

Marie W will give the full registration report, but a few registrations have trickled in after the Early Bird ended 10/31. We now have 114 showing as registered per our Regonline dashboard.

We might want to give a promo push for our shirts & bag sales around the 1st of December (after registration closes but before the Dec 15th order deadline).

Workshops/Trainers – Alison Hughes will be attending and teaching the STEM class (Amber to help). Still looking for someone to help Christel Trulson with crochet class (full). Sharpie class will be offered to committee members on Thursday night.

Upcoming meetings:

Our next meeting will be via conference call on Tuesday 12/19

1. Dial Into the Conference:

Dial-in Number: (563) 999-1145

Access Code: 294674

International Dial-in Numbers:

<https://www.freeconferencecall.com/wall/liannegriffin/#international>

2. Join the Online Meeting:

Online Meeting Link: <https://join.freeconferencecall.com/liannegriffin>

Online Meeting ID: liannegriffin

12/19 – conference call

1/9 – conference call